

## Full Council

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<b>Title:</b>	<b>CCTV Agreement</b>
<b>Date:</b>	<b>4 March 2025</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

### Purpose of Report

1. To consider the proposed new five-year Agreement with an option to extend for a further two-years.

### Background

2. The CCTV system has been in place and operational since 2006 with agreements between Thame Town Council and South Oxfordshire District Council (SODC) in place and extended for two years which will expire on 31 March 2025.
3. SODC and Thames Valley Police (TVP) CCTV central hub changes are still in discussions, this new 2025 agreement makes allowances for this change if/when it happens.
4. Attached to the report, under Appendix A is a draft five-year CCTV Agreement from South Oxfordshire District Council for the Town Council to review and consider. The draft Agreement enables the continuation of the CCTV system from 1 April 2025 onwards.
5. To note that the Thame CCTV cameras were upgraded with new HD digital cameras in 2021 and at the Community Services Committee held on the [16 July 2024 approved](#) the request for the installation of a wireless radio transmitter onto the Town Hall to aid connectivity of the CCTV system. Subject to South Oxfordshire District Council obtaining the relevant permissions.

### Commencement and Terms

6. The SODC Licensing and Community Safety Management Team have provided the draft Agreement, which has not changed significantly, but has formalised current practices. The Community Services Manager has reviewed the draft Agreement against the previous CCTV Agreement, Appendix B attached to the report, and have made the following observations to discuss with SODC Officers and has sent the agreement to the Town Council legal representatives for any further clarifications on requirements.
  - i. Page 6 – 4.5 includes how “*Any requests and the associated costs for any additional CCTV Cameras by the Town Council will be dealt with under Schedule 1 of this Agreement.*”
  - ii. Page 6 – 6. Payment Arrangements includes within the final quarter invoice the calculation of using the actual service costs sum for that financial year will be

presented. In the past this has been reduced when some cameras have not been operational.

- iii. Page 6 – 7. Reconciliation Account. The SODC Licensing and Community Safety Manager has acknowledged to include wording that identifies that the Town Council electricity consumption rebate that is calculated and taken off the quarterly invoices will be included.
- iv. Page 8 – 10. Data Protection, 10.2 Acknowledges that the District Council and Thames Valley Police have entered into a Partnership Agreement and that Thames Valley Police may in the future manage the CCTV Scheme and become the Data Controller. There may be further amendments required in this section, both Officers will be made aware of any additional wording requirements.

### Resource Appraisal

	Maximum operating charge	Budget	Actual	Cost Per Camera	Notes
2018/19	£14,698	£14,000	£12,917	£861	
2019/20	£14,961	£15,000	£12,646	£843	
2020/21	£15,088	£15,000	£12,654	£844	
2021/22	£15,479	£15,000	£ 9,008	£644	New HD cameras installed – 1 camera down due to a technical issue which has been resolved.
2022/23	£16,883	£18,000	£ 7,376	£491	Staff shortages
2023/24	£18,176	£18,000	£10,870	£776	
2024/25	£18,812	£18,000	*£10,284		*Q4 invoice not received as paid retrospectively to ensure calculations include reduction due to technical issues.
2025/26	£18,301	£18,000			New Agreement

7. The budget for 2025/26 is £18,000. Estimate cost figures from SODC for 2024/25 are in the region of £12,183, however this figure will not be confirmed until March 2025.
8. Under Clause 4.1 & 4.2 of the Contract, Town Council's obligation "is to contribute third of the actual certified Annual Revenue Operating Costs up to a maximum of **£18,301** pa in the first year of this Agreement. Thereafter the Town Council shall continue to contribute one third of the actual certified Annual Revenue Operating Costs up to a maximum of **£18,301** pa (such figure to be subject to annual RPI increases). Being subject to increase pursuant to Schedule 1 clauses 2 and 3. **PROVIDED THAT** if the actual certified Annual Revenue Operating Costs in any year (including the first year) of this Agreement exceed **£54,903** (such figure to be subject to annual RPI increases) then the authorised representatives of the District Council and the Town Council shall meet in good faith and in a spirit of partnership to review the Town Council's contribution to the Annual Revenue Operating Costs."

9. The CCTV budget of £18,000 due to the financial investigations to install a fixed CCTV Camera at the entrance of the Southern Road Recreational Ground which will link to the Town Centre CCTV system has an estimated installation cost of £15,000 as well as annual running costs of approximately £3,600. This requirement was agreed at [Policy and Resources Committee meeting held on 18 February 2020](#).

### **Risk Assessment**

10. There is a risk that if the Town Council did not continue to fund a third of the revenue operating costs the cameras could be decommissioned by SODC. The benefits of having the CCTV cameras operating in Thame, versus no cameras would need a more considered assessment of risk.

### **Legal Powers:**

- Local Government and Rating Act 1997, s.31,
- The Protection of Freedoms Act 2012
- General Power of Competence, Localism Act 2011 s1
- Crime and Disorder Act 1998 s17

### **Recommendation:**

- i) To consider the proposed new five-year CCTV Agreement and to make any comments.*